



# TOWN OF SOUTHERN SHORES

5375 North Virginia Dare Trail

Southern Shores, NC 27949

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

(252) 261-2394 (252) 255-0876 fax

## TOWN ORDINANCE COMPLIANCE FORM

Date Filed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Complainant Name: \_\_\_\_\_ Complainant Phone#: \_\_\_\_\_

Complainant Address: \_\_\_\_\_

Type of Complaint: \_\_\_\_\_ Date of alleged Violation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address or Location of Complaint: \_\_\_\_\_

Nature of activity and a brief description by complainant: (use back of sheet if needed)


*Your signed complaint will be investigated by Code Enforcement officials. You will be notified of the findings and/or the final disposition of the complaint in a timely manner. Please note that you may be called upon as a witness to said complaint at a later date.*

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
(Print Name)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Comments or Observations by Town Official: \_\_\_\_\_

Date of visit:

Time of visit:


Access to the property was requested of \_\_\_\_\_.

Access was \_\_\_\_allowed \_\_\_\_denied by \_\_\_\_\_ on \_\_\_\_\_.  
(Signature) (Date)

The observations made during this visit were communicated to the resident at the time of the visit.

\_\_\_\_ YES \_\_\_\_ NO

Photos were taken. \_\_\_\_ YES \_\_\_\_ NO

A Notice of Violation letter \_\_\_\_ will \_\_\_\_ will not be sent to the owner of the property.